AGENDA

I. Welcome and Call to Order
   • 320 Enrollment Reporting (Raj)

II. State Budget Update
   • Latest News
      o Unemployment
      o STRS/PERS

III. Budget Outlook
   • Projections, FY 2010-11 and Beyond
      o Budget Strategies (Group)
   • Categoricals
   • Center-to-College Funding

IV. Budget Allocation Model
   • Budget Savings Treatment
   • Grant Related Issues
      - Indirect Cost Allocations
   • Evaluation and Assessment
      - Frequency
      - Funding Formula vs. Allocation Model
      - Future Projects - Discussion
         • New Positions
            ◊ New Programs/Initiatives
            ◊ New Facilities
            ◊ State Compliance Issues
            ◊ Program Review/Strategic Planning
            ◊ Who should pay for position reclassifications?
            ◊ Maintenance and Operations Standards
      - Productivity/Efficiency Discussion
         • Part-Time Faculty Budgets
   • Distribution of Resources for Other Than Resource 1000
V. Planning Link

- BAM – Mid-Range Financial Planning Model Connection
- District Strategic Planning, Chancellor’s Executive Cabinet?

VI. Next Meeting

- May 14, 2010: 9:00 – 11:00 a.m. (AD109 - RIV)

VII. Adjournment
MINUTES

Task Force Members

Present
Jim Buysse, Vice Chancellor, Administration and Finance
Aaron Brown, Associate Vice Chancellor, Finance
Norm Godin, Vice President, Business Services (Riverside)
Curt Mitchell, Vice President, Business Services (Norco)
Reagan Romali, Vice President, Business Services (Moreno Valley)
Michael McQuead, Associate Professor, CIS (Moreno Valley)
Cindy Taylor, Outreach/Passport to College Coordinator (Riverside)
Peter Boelman, Associate Professor, Economics, Social & Behavioral Sciences (Norco)
Pam Kollar, Academic Evaluations Specialist (Norco)
Tom Allen, Associate Professor, English & Speech Communication (Riverside)
Mary Legner, Associate Professor, Mathematics (Riverside)
Vickie Vega, Confidential Representative (Recorder)

Absent
Carmen Payne, Secretary IV, Health Sciences (Moreno Valley)
Meghan Sheeran, Treasurer, ASRCC (Norco)

I. Meeting was called to order

II. Minutes

The minutes of the March 12, 2010 were reviewed and approved without change. Aaron Brown abstained from the vote.

III. 320 Enrollment Reporting (Raj)

- Raj Bajaj, District Dean/Director, Institutional Reporting & Academic Services provided a brief, informal presentation on the District’s methods and practices for 320 enrollment reporting (see attached). Dr. Buysse reviewed timing of apportionment recalculations and funding by the State based on filing of the 320 report. Committee members asked clarifying questions regarding FTES minimum thresholds.
IV. **State Budget Update**

- Dr. Buysse gave an update on the status of State budget issues:
  
  o The possibility that growth may be funded at 2.2% system wide seems more possible per Erik Skinner of the State Chancellors Office.

  o Enrollment fee should be somewhere around $30 or $32, instead of the $40 estimate from the LAO. We probably will not know for sure until the last minute.

  o Timing of funding for new Centers and Colleges - At the ACBO Board meeting on March 26th Erik Skinner from the State Chancellor’s Office spoke. The State Chancellor’s Office has previously taken the position that new Centers would be funded in the same year they receive approval and that new Colleges would not be funded until the year following approval. The ACBO Board seems to believe that if a center becomes a college before the P2 filing in June, and if there are “sufficient state funds,” then funding should happen at P2. If the state funds are “deficited”, then funding perhaps would not happen in the year of approval. The discussion ended without resolution. Erik Skinner was going to take the issue back and talk with his staff. Dr. Buysse will keep the group updated as information is received. The total amount of funding at stake is approximately $2.76 million in FY 2009-2010.

- Dr. Buysse distributed a handout that he received at the March 26th ACBO Board meeting (Community College Enrollments). The handout displays funded and unfunded enrollments system wide over a five year period. He is preparing a study comparing RCCD’s unfunded enrollments vs. other districts vs. the system wide average. He will distribute to the group once complete.

V. **Budget Outlook**

- Dr. Buysse informed the group of a categorical budget strategy regarding the FY 2009-10 budget shortfall. We have initiated a process that should yield about $1.7 million in savings over a thirteen month period.

- Curt Mitchell discussed the electronic library databases – Currently, Norco and Moreno Valley are not charged separately for access to the electronic library databases. This changes in many cases now that they’ve become colleges. Each college has to pay separately for those databases. In addition, there are other software contracts that will charge more for a three-college district (i.e. Blackboard increased by $50K).

  Consensus was reached that these types of costs should be funded “off-the-top” in the BAM.

- District Reorganization - Dr. Buysse and Aaron Brown will be meeting to cost the results of the reorganization. They would like input from the group regarding how to treat:
  
  o Costs that are associated with the positions being moved and who still have some District support responsibilities (supplies, travel, capital, etc.).
VI. **Budget Allocation Model**

- Dr. Buysse would like input from the group regarding a methodology for handling Center-to-College issues and how they should be treated in the BAM. In particular:
  
  1. Variable costs (software, etc.)
  2. Fixed costs (utilities, etc.)

- Tom Allen expressed concern regarding the lack of an evaluation instrument/tool for the BAM. Dr. Buysse is going to try to locate examples from other districts and bring them back to the group and make this the main agenda item for the next meeting.

VII. **Other**

- Aaron Brown reported on the formation of the Enrollment Management Task Force. The Task Force members are Lisa Conyers, Gaither Loewenstein, Richard Davin, Aaron Brown, Virginia McKee-Leone, Debbie DiThomas, Chris Rocco and Raj Bajaj. The charge from the Chancellor for the Task Force is to reduce unfunded FTES over a three year period to a reasonable, agreed upon level. The group consensus was that the unfunded level should be somewhere between five and ten percent each year. The Task Force is going to develop guiding principles on enrollment management for the District as a whole.

- Norm Godin recommended that Eric Mittlestead, Dean of Facilities for Sequoias CCD and consultant to RCCD in the design of FUSION, be contacted to assist with projecting out growth. Dr. Buysse will see if Mr. Mittlestead could come and talk with the group.

VIII. **Meeting Schedule**

- Friday, May 14, 2010 – 9:00 a.m. to 11:00 a.m. in AD 109
Introductions

- Name
- Service Area/Department/Program
- Learning Objectives: Share some of the thoughts or questions that you may have on MIS.
Institutional Reporting MIS

Presented by

Raj Bajaj, Dean Institutional Reporting and Academic Services
Data Quality

Data are being used more as a source of information for funding and policy making decisions.

Attention to the quality of the data submissions needs to become a priority.

Accurate and consistent information on a timely basis.
Need for Integration and Communication
Importance of MIS reporting

- ARCC (Accountability reporting for Community Colleges)
- Planning and Research
- Categorical Funding (DSPS, EOPS, Financial Aid, VTEA, Cal Works and others)
- Indirect Impact on Budget for Matriculation
- Internal Analysis: Decision Support
- IPEDS (Integrated Postsecondary Data Education System)
TERM End Submission
Deadline 30 days after term End

Student Basic (SB)
Student Enrollment (SX)
Course (CB)
Section (XB)
Session (XF)
Faculty Assignment (XE)
Student Matriculation (SM)

Student Disability
Student EOPS
VTEA
Employee Demographic (EB)

Annual Submission
Campus Calendar – due Sept 1st every year
Student Financial Aid – due October 1st every year
Student Assessment – due October 1st every year

Staff Reporting
The 320 Report

- The 320 report is based on the Section Set up and the students enrolled in the section to generate FTES.
- The Institution receives apportionment based on the FTES reported to the State.
- FTES for a Weekly Census Class
  \[(\text{Weekly Contact hours}\times TLM\times \text{No of Students})/525\]
The 320 is designed to report information on each enrollment for every section along with all attributes like residency, status...

This information is used for:
- State reporting
- Decision support system
- Enrollment Management
- Research and Analysis
- Budget Allocation Model
Critical Data Elements/Reports

- Summer reporting
- Positive attendance
- Basic Skills
- Independent Daily Accounting Method
- Leased Space
- Residency
Efficiency

• Scheduling Grid

• WSCH/FTEF
Community College Enrollments

- Unfunded Enrollments
- Funded Enrollments

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<th>Year</th>
<th>Funded Enrollments</th>
<th>Unfunded Enrollments</th>
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Thought you might find this of interest.
Distributed at 3/26 ACBAd meeting.

Hdc+ 1 FTES - 2.25 hds